

AI for Federal HR

Harness the power of Artificial Intelligence (AI) to optimize HR functions and improve decision-making.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-for-federal-hr>



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Course Outline

Module 1: Introduction to AI in Federal HR

- Overview of AI and its relevance to both HR practitioners and supervisors/managers in the federal sector.
- Key AI technologies: Machine Learning, Natural Language Processing, Predictive Analytics.
- The potential of AI to enhance HR efficiency, streamline processes, and improve outcomes.

Activity 1: Exploring AI Tools for Research

Participants will explore AI tools for researching federal HR law, regulations, and operating guidance related to specific cases. Both practitioners and managers will benefit from understanding how these tools can save time and improve efficiency.

Module 2: AI in Talent Acquisition

- How AI can assist in ensuring that the Uniform Guidelines and other requirements are met.
- Helping supervisors develop behavioral interview questions.
- Enhancing the decision-making process in staffing by utilizing AI-driven data insights.
- Addressing bias in AI tools and showing the HR Specialist uses technical knowledge to ensure accurate outcomes.

Activity 2: AI-Powered Talent Acquisition

Participants will engage in hands-on simulations, using AI to write a vacancy announcement, develop effective behavior-based interview questions, and complete elements of the job analysis process. HR practitioners will learn how to effectively apply AI tools to staffing processes.

Module 3: AI in Classification

- Using AI to write PDs that accurately reflect the work performed and contain the specific information needed to classify the job.
- Use AI to find applicable requirements in primary classification references and OPM appeal decisions.
- Practitioners can both benefit from applying AI to search for occupational information and correct guidance on deciding interpretations of governing criteria.

Activity 3: AI-Driven Classification Simulation

Participants will use AI tools to compare PDs and guidelines to determine what information should be in accurate and adequate position descriptions. Use AI to easily find information in the primary references, classification appeals, and the Digest that

apply to specific situations.

Module 4: Using AI for Talent Development

- Identifying AI tools that can support continuous learning and employee development programs.
- How AI can be used to personalize employee training and development based on performance data.
- Predictive analytics to identify high-potential employees and design targeted career development plans.
- Using AI to track and manage employee progress and development milestones.

Activity 4: AI-Powered Talent Development Simulation

Participants will explore AI tools to create personalized learning paths for employees based on performance trends. HR practitioners and managers will practice using AI to identify key areas for employee development and track their progress.

Module 5: Ethical and Practical Considerations in AI for HR

- Ethical challenges in AI application: data privacy, fairness, and transparency.
- Ensuring that AI tools in HR are used responsibly and ethically for decision-making.
- Balancing AI automation with human oversight in federal HR practices.

Activity 5: Ethical Dilemmas and Best Practices

Participants will work in small groups to discuss ethical dilemmas presented in real-world AI applications, identifying best practices to mitigate risks and ensure fairness in their HR departments.